



POSTED: APRIL 24, 2019

**Request for Qualifications (RFQ) for Professional Design Services for  
Design of Main Street Vision Plan Grant Application**

The Town of Rolesville invites qualified engineering firms to submit qualifications to complete thirty percent (30%) and one-hundred (100%) percent design of selected components of the Rolesville Main Street Vision Plan.

The design work will be completed in two phases. The first phase, referenced as the 30% phase, will be completed in conjunction with a submittal for a Locally Administered Project Program (LAPP) grant application through Capital Area Metropolitan Planning Organization (MPO). This phase must be completed by no later than September 1, 2019. The second phase, referenced as the 100% phase including construction drawings, is a contingent phase based upon successful LAPP grant application status and could start April, 2020 in order to implement grant project by a Summer, 2021 construction season. The anticipated funding source for both phases will be through the Town of Rolesville Capital Improvement funds. Survey work is now underway and will be completed as the design work begins.

The engineering design services final product will consist of re-alignment of Burlington Mills Road, implementing component of improvements on Main Street, and re-design of Main Street and Young Street intersection.

Firms submitting qualifications for this work will be evaluated based on specific criteria. Minimum qualifications include:

- Firm's familiarity and knowledge of Main Street Vision Plan and the Town of Rolesville;
- The Firm's experience with design work on NCDOT roads and permitting requirements;
- Firm's understanding of the project objectives and desired outcomes;
- Ability to meet deadlines associated with LAPP grant deadlines;
- The experience of the firm's proposed staff to perform the type of work required.

All proposals are limited to no more than twelve (12) pages – does not include cover/back inserts. Three (3) hard copies and one (1) electronic PDF copy of the proposal is requested. The proposal should include the following information:

- A brief synopsis or listing of the firm's previous experience that is focused on the type of work to be undertaken on this project. This should be limited to projects performed with the past seven (7) years.
- A brief description of the firm's approach to performing the proposed project.
- The proposed personnel/subconsultants to be assigned to this project by discipline and their availability date on this project.
- Billing rates for proposed personnel to be used on this project.

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**Town of Rolesville**

**PO Box 250 / Rolesville, North Carolina 27571 / [RolesvilleNC.gov](http://RolesvilleNC.gov) / 919.556.3506**

- Identify project personnel/subconsultants' qualifications and experience as related to this work.
- Organizational chart indicating personnel to be assigned to this project by discipline.
- Resumes of key personnel that are proposed to be assigned to the work.

The deadline for qualification submittal is **3:00 pm on Wednesday, May 8, 2019. Submittals should be submitted to:**

Kelly Arnold  
Rolesville Town Manager  
ATTN: Main Street Vision Plan RFQ  
502 Southtown Circle  
Rolesville, NC 27571

Questions concerning this project, or the proposal submittal should be directed to Kelly Arnold, Town Manager at e-mail: [kellyarnold8390@rolesville.nc.gov](mailto:kellyarnold8390@rolesville.nc.gov)

For more information about the Main Street Vision Plan, please visit:

<https://www.rolesvillenc.gov/main-street-vision>